

## HR FAQ

**Q: What are the open enrollment dates for your supplemental insurance plans?**

A: We will be doing open enrollment as follows:

- **Currently in October:** 401k, vision, dental. Please get enrollment forms to us as soon as possible.
- **November:** Life, Accidental Death or Dismemberment.
- **December:** Cafeteria plans have a January 1 start date, so we will need to have these completed in December.

As always, you can fax the enrollment forms to us at 888-811-5161 or mail them to 3550 West Robinson, Norman, OK 73072. If you have any questions, please call us at 888-811-5150.

**Q: What effects have Hurricanes Rita and Katrina had on our businesses?**

A: The biggest change that affects every business, whether hit by the hurricane or not, is that the rate for mileage reimbursement has temporarily increased to \$.485 per mile. A response to the drastically rising gas prices, it is in effect from September 1 until the end of the year, at which time the government will reevaluate and reset it.

The IRS has also issued a reprieve on tax filing deadlines for locations declared Disaster Areas if the affected businesses write "Hurricane Katrina" or "Hurricane Rita" at the top of their quarterly returns. However, Nextep clients don't have to worry about this. Our accounting department stays up to date in records and reporting, so there will be no late payments.

## EMPLOYEE SATISFACTION

**A special focus on employee satisfaction is important in the success of any company. In our continuing series, we have taken a look first at morale**

boosters. In the previous issue, we posed the question: "What do you do to improve your employees' morale?" We received some great feedback. Here is our winning response:

"I give a \$50 gift certificate if I can approach any employee at any given time and ask them to recite (word for word) our mission statement correctly. If they can do it, they get the reward."

Our focus now is on employee programs. Recently, Nextep introduced a wellness program designed to increase health and fitness. As part of the program, the company provides family gym memberships,

pedometers, and healthy snacks to employees who participate. The result has been astounding. Employees have more energy at work and have even taken the initiative to form a softball team, the HR Hitters.

We would love to hear from you. What special programs do you provide for your employees? Please submit responses to [HR1@nextep.com](mailto:HR1@nextep.com) no later than October 30, 2005. Notable responses will be published in a future newsletter and the winning response will win a \$50 gift certificate.

## HOLIDAY MORALE

**There are several upcoming holidays** that coincide with pay dates. If your company has a pay date that falls on one of these days, contact your Payroll Manager as soon as possible to reschedule.

- **Friday, November 11, Veterans Day; banks closed.**
- **Thursday November 24 and Friday, November 25, Thanksgiving Holiday; banks and Nextep closed.**
- **Monday, December 26, Christmas Day observed; banks closed.**

### HOW PEOPLE SPEND THEIR MONEY

|                 |     |                        |     |
|-----------------|-----|------------------------|-----|
| PAYING CREDITOR | 15% | TRANSPORTATION         | 13% |
| PERSONAL/MISC.  | 8%  | MEDICAL                | 5%  |
| HOUSING         | 24% | CLOTHING               | 3%  |
| UTILITIES       | 6%  | SAVINGS/<br>INVESTMENT | 8%  |
| FOOD            | 18% |                        |     |

## NEW WEBSITE

**Nextep will soon launch our new website.** We paid close attention to your responses to our survey a few months back and have been working hard to make the website easier to use. Some features of our new website will include:

- **Webstep is easier than ever to use. We have simplified the process for logging in and navigating the site**
- **In addition to your employees having continued 24/7 access to their personal information, employers will now be able to conveniently print an array of reports from their own computers.**
- **Access to Nextep news and updates.**
- **Online training for your employees on such topics as sexual harassment and first aid.**

## CORPORATE HEADQUARTERS:

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